

PARADIGM SCHOOLS
Safety Week Monday Script
GAS LEAK/CHEMICAL SPILL: QUICK AND CALM

GAS LEAK/CHEMICAL SPILL DRILL:

If a gas leak occurs outside of the school we would “shelter-in-place”, which we will practice at a later time.

If you smell gas, such as propane or natural gas, immediately tell the closest mentor, administrator or member of the office staff. Do not switch any light on or off. Do not plug or unplug any electrical outlet. Do not ignite any flame. The school will evacuate until the building is deemed safe.

When instructed to evacuate move quickly and calmly to the nearest exit.

We will all relocate in the south parking lot, on the east end where the classroom numbers are painted on the ground parking stalls. Find the stall with your painted class number and wait there with your mentor.

Stay with your class.

Mentors:

- When you receive notification instruct your scholars to evacuate and direct them to the relocation site.
- Remember to retrieve your emergency binder as you exit your classroom.
- Be the last one out of your classroom and shut and lock your door behind you after making sure that all scholars have exited.
- When you arrive at the evacuation site please put on your emergency vest
- After your vest is on, please take review your attendance roll to account for each scholar. On the roll sheet next to the scholar’s name, please:
 - Mark “A” for absent,
 - Mark “M” for missing, and
 - Mark “I” for injured.
- If there is a scholar who is missing from your class, and you know where they went, please write that next to the “M” on your roll.

- For example: Ms. Kaysea was called down to speak with the counselor and is therefore not with your class. Mark “M” on the roster next to her name and write “counselor’s office” next to the “M”.
- If you or a scholar has been injured, mark “I” on the roll and describe the injury.
 - For example: If Mr. Johnson was accidentally tripped and hit his head as he was evacuating the building you would mark an “I” next to his name and write “tripped and hit his head” next to the “I”.
 - **If the injury is life threatening immediately administer first aid/CPR as needed and send a healthy scholar for help.**
- Write the number of missing students in large print in the top right corner of the roster
- Give the roster to Miss Kaysea or Ms. Jodi as they walk around to each class.
- Remain with your scholars, administer first aid as necessary and keep your class calm.

Scholars:

- Follow all instructions given to you by your mentor or an administrator
- Quickly and carefully evacuate the building.
- Find your class’ relocation place and wait with your mentor.

Paradigm’s facilities manager (Rob) and administrators will be in contact with the gas company and/or any other necessary entities, who will come check the school. After their evaluation it will be determined if school will resume or reunification off campus will begin.

We will now practice our evacuation.